

CONFIDENTIAL

22 August 1961

MEMORANDUM FOR: AD/CR

SUBJECT : Candidates for Position of Chief, Intelligence Publications Index

1. Two candidates applied for the position of Chief, Intelligence Publications Index, GS-11, slot 1297.

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25X1A

2. A test was given to both applicants in order to judge their comparative ability in analysis and subject classification, in writing title expansions, and in editing and proof-reading. [redacted] approached the test with quiet confidence and finished the work more quickly than [redacted]

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3. The greatest difference appeared in the writing of title expansions, an important duty in this position. [redacted] headlines were succinct and to the point. They expressed logically the gist of the article or document. [redacted] headlines were wordy, fragmentary, and disjointed.

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4. Neither one has had previous supervisory experience. However, either one could assume these duties of supervising a small staff with no difficulty.

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5. We feel that [redacted] will be able to handle the many jobs attendant to publishing the IPI each month with a high degree of independence and success. Although [redacted] performance was on the whole good, we believe that all factors considered [redacted] with her past experience as a Librarian and her Agency experience in cataloging (1½ years), coding for the Intellofax System (2 years), and disseminating (5 years) will adjust to the duties of Section Chief, Intelligence Publications Index more readily than [redacted]

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6. It is, therefore recommended that [redacted] be selected for this position.

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[redacted]
Chief, Document Division

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